



Los Angeles Unified School District

Integrated Student Information System (ISIS) Newsletter



Volume 7 Number 06

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ITEMS OF NOTE

ISIS Project Update

The project team is currently awaiting final approval of Phase 2 rollout plans. In the meantime, fixes and upgrades to current Phase 1 functionality proceed as expected.

Managing Staff Access to LAUSD MAX

It is important that site administrators be aware of their current and former staff's access to information in LAUSD MAX. When an employee's job or assignment changes, their access rights remain until removed through EZ Access or by ISIS Production Support. For more information on managing access to student information, see the document LAUSD MAX Staff Access Management on the ISIS website (http://isis.lausd.net).

The monthly ISIS newsletter provides information for schools using the Elementary and Secondary Student Information Systems (SIS) and the Integrated Student Information System (ISIS) application, LAUSD MAX. This newsletter contains information, calendars, and reference documents for both elementary and secondary schools.

Previous issues can be found at http://isis.lausd.net under Publications > Newsletter & Release Notes Library.

Help Resources

For a summary of the tools and resources available: Where to Go for Info & Help Flier

For staff access management: LAUSD MAX Staff Access Management

For technical questions: Contact the IT Helpdesk: (213) 241-5200 http://helpdesk.lausd.net (see section below)

For other questions & concerns: E-mail ISIS Questions: isisquestions@lausd.net

For everything else, visit the ISIS website: http://isis.lausd.net

Using ITD Customer Self-Service (CSS) to Report Problems with LAUSD MAX (updated 09/2011)

The Customer Self-Service (CSS) system is a time-saving alternative to placing service calls over the phone.

- 1) Go to http://helpdesk.lausd.net, and select "Customer Self-Service" from the "Quick Links".
2) Log in using your District SSO username and password (same as used for email and LAUSD MAX login).
3) If this is your first time using CSS, click on First Time User Help, read the provided information, then click on User guide for CSS for instructions on submitting and tracking a request.
4) Follow the instructions in the User Guide to Submit a Request and verify that your phone number, location, and other identifying information are correct on the Contact Detail tab.
5) To expedite a resolution, when completing the Interaction Detail tab:
a) Be sure to provide as much specific information as possible (portal [admin or teacher]; screen number; server ID; class section; student name; teacher name, if not the submitter; and any other relevant information) so that the person assigned to your request will have enough information to investigate your issue.
b) Complete the Hardware Information section if you believe that your hardware may be related to your problem.
c) If you have relevant documents, screen shots, or files, you can click the Add File button in the Attachments area of the screen.
6) When finished, click Submit, at the bottom left of the screen.

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All LAUSD MAX Schools



LAUSD Parent Access

The District has launched a Parent Access portal (separate from the ISIS Family Module). This application provides LAUSD parents and guardians with a single account that is planned to become a “one stop” access gateway to a variety of online tools they can use to input information or apply for services. Currently, it is the vehicle for parents to submit online Choices program applications via e-choices. Please check out the information available at <http://parent-services.lausd.net>.

IMPORTANT: Resources for Schools with New and Changing Staff

Single Sign-On (SSO)

All staff must have an active Single Sign-On (SSO) account. Without this account, teachers cannot access LAUSD MAX and take attendance. Staff should go to the [LAUSD Single Sign-On Self Service Console \(https://idmlogin.lausd.net/myprofile/\)](https://idmlogin.lausd.net/myprofile/) to manage their SSO accounts.

EZ Access

School staff who have changed job duties, are new to their school, or are new to the district, must apply for the appropriate user roles in LAUSD MAX through the EZ Access application. It is very important for staff to submit their application as soon as possible, and for one of their school administrators to approve their access.

The two EZ Access guides listed below provide information on using EZ Access. They can be found on the ISIS Website under Tools & Resources > [Access & Information Security](#).

[Quick Guide: Using EZ Access to Apply for LAUSD MAX User Roles](#)
[Administrators' Guide to Approving Access to LAUSD MAX](#)

Training Resource Summary

With the cuts to school staff and movement between schools, there may be many staff members who are either unfamiliar with LAUSD MAX or need a refresher on the application. Documents showing all the online training and resources available to the three types of schools (Elementary, Options, and Secondary) have been posted to the ISIS Website under **Training & Resources**.

These one-page documents summarize the web-based learning (WBL) videos, quick guides, and procedures handbooks available for each school type. By going through the resources listed on these pages, staff can learn how to use the application as well as practice in the ISIS Sandbox, which should be available shortly.

- [Elementary Training & Resources](#)
- [Options Training & Resources](#)
- [Secondary Training & Resources](#)

Any additional questions may be directed to isistraining@lausd.net.

Managing Staff Access to LAUSD MAX

It is very important for school administrators to manage their staff's access to LAUSD MAX by ensuring appropriate user roles and access to student information. It is especially important that access is removed for staff no longer at the school. The process is not automatic. Administrators need to actively manage staff access to their students' information.

Administrators can consult [LAUSD MAX Staff Access Management](#) for more detailed information on the processes and tools available to them. This document is now available on the ISIS Website (<http://isis.lausd.net>) under **Tools & Resources > Access & Information Security > Access > More Resources**.

FAQ Updates

The [FAQ](#) pages on the ISIS website are being updated. If you have any questions about LAUSD MAX or ISIS, please check these pages first to see if they contain the answer to your question.

Quick Links and Jump to... on the ISIS Website

The **Jump to...** menu, found on every page of the ISIS website (<http://isis.lausd.net>) takes users to commonly accessed pages within the ISIS website.

The **Quick Links** menu, also found on every page of the ISIS website, consists of links to District websites of interest to users, such as MyData, Blackboard Connect, Elementary SIS, and Secondary SIS.

Join the ISIS Listserv

The ISIS Team has created an electronic mailing list to share information and facilitate discussion among schools. To join the list, send an email from your LAUSD account to listserv@list.lausd.net, with the words **SUBSCRIBE ISIS** in the body of the message. If you wish to be removed from the list, send an e-mail to listserv@list.lausd.net with the words **SIGNOFF ISIS** in the body of the message.



ELEMENTARY SCHOOLS



Elementary SIS

Elementary SIS Newsletters

Please see the Elementary SIS Newsletters found on the District website (<http://www.lausd.net>) > **Inside LAUSD > Resources & Applications > ESIS/SOAR > SIS Newsletters** for more information on Elementary SIS.

LAUSD MAX Important Information for Elementary Schools

Extension of First Mark Reporting Window for Single-Track Schools

The mark reporting window originally set to start on November 23 and end on December 9 for elementary single track schools has been modified to open **Monday, November 21, 2011 and close on Friday, December 9, 2011.**

Mark reporting window dates can be found in [MEM-5127.2, Dates for Required Progress Reports in Elementary Schools 2011-2012](#), also found on the ISIS website (<http://isis.lausd.net>) under Tools & Resources > [Grades](#).

School staff can check the LAUSD MAX dates that are currently configured for their school via this LAUSD MAX path: Main Menu > Grades > Grade Reporting Dates. Schools that had previously requested a change in their window still have their requested dates.

LAUSD MAX does not modify or store Parent Conference Dates. Changes to Parent Conference Dates must be submitted to the Local District office.

IMPORTANT: Printing Elementary Teacher Verification and Standards Based Progress Reports

To minimize potential difficulties during the grade entry window, elementary schools should adhere to the following suggestions.

Print the Progress Report cards and Teacher Verification Reports individually by teacher or

student. Do **not** run the reports for an entire track at one time. Doing so will cause the entire system to slow down for all users and possibly generate an error message at the school.

For one classroom or teacher:

- select only one classroom or one teacher on the parameter screen
- select "Distribute By: Alpha"

For one student, make the following selections in the indicated order:

1. select grade level
2. select teacher
3. select student

Student information and grades display accurately on the report card. However, because of a defect, the cards will misprint if "Distribute By: Homeroom Teacher" or multiple teachers are selected in the parameters.

The slowdown of the system affects MOST REPORTS (including attendance) AND ALL USERS ACROSS THE DISTRICT. Therefore, schools and users must select the appropriate parameters to ensure that their reports complete correctly. The ISIS website "Current Known Issues" section has also posted suggestions for clearing caches or waiting to re-run reports.

Elementary Retention and Warning Notices

Attachment E of [MEM-5127.2, Dates For Required Progress Reports in Elementary Schools 2011-2012](#), provides guidance to principals and teachers

for students being considered for retention. It also provides directions on documenting this process on LAUSDMAX.

Teachers can review the [Teachers Quick Guide: Warning Notices](#) on the ISIS Website (<http://isis.lausd.net>) under **For Schools > Elementary > Grades > Teacher** tab. This one-page guide shows teachers how to document warning notices for grade-level retention.

Remember, only the teacher role in LAUSDMAX has the ability to update/change the information entered on the Warning Notices screen. Please note that once the window for the grade entry has closed, the "Retention" information CANNOT be

changed. Administrative portal users do not have access to update or remove any retention or warning notices entered by the teacher. When checking your teacher's report cards, please confirm the intent: to retain or to notify parents of below grade level performance. Any student that has "Will be retained," in the 3rd reporting period will automatically be recorded as "retained" in Elementary SIS.

Reminder: Unavailable LAUSDMAX Reports
Please note that the "Grade Missing Report" listed in the Elementary Mark Reporting Handbook is not currently available to users.



SECONDARY SCHOOLS



Secondary SIS Release Notes

[REF-5648 Secondary SIS Release Notes for Release 298](#) includes updated information on Field 106 in ID01, as well as updates to programs CL17, CL18, TR04 and CC17. Includes updated information on Field 106 in ID01, as well as updates to programs CL17, CL18, TR04 and CC17. (11/21/2011)

Latest Secondary SIS Newsletter Available on the SSIS Website

The [Secondary SIS Newsletter October 2011-February 2012](#) is available on the Secondary SIS website.

Secondary SIS Information

Please go to the Secondary SIS website for newsletters, reference guides, and release notes to assist schools in the operation of their SIS system.

Inside LAUSD > Offices > Student Information Systems Branch > Units > SSIS:

(http://notebook.lausd.net/portal/page?_pageid=33,140331&_dad=ptl&_schema=PTL_EP)

LAUSDMAX--Important Information for Secondary Schools

Printing Secondary Report Cards on Laser Printers

IMPORTANT NOTE: *Beginning with the 2011-2012 school year, the Material Management Branch of Procurement Services will no longer stock report card forms for the TI impact printers.*

MR20 in Secondary SIS can create an Adobe PDF of the report card that can be printed on laser printers. See [REF-5348 Release Notes for Release 290](#) for specific instructions on printing report cards through Secondary SIS.

Schools may continue to use the old process until they use up their stock of report card forms or their impact printers become nonoperational. With the PDF/laser printer option, schools can either print the report cards on plain, letter-size paper, or on the special pressure sealer report card forms (#966-12-20814). The pressure sealer machine automates the folding and sealing of special paper, in order to facilitate mass mailings. It can also be used to fold the plain paper report cards for stuffing into window envelopes (#310-30-56070).

Please remember to order enough pressure sealer report forms to print your school's report cards. The adhesive on the forms has a shelf life of one year.

IMPORTANT REMINDER: Maintenance for Pressure Sealer Machines

Schools which received Formax pressure sealer machines in 2007 are reminded that the District holds a five-year warranty with Formax that expires in 2012. This warranty covers the following:

1. 24x7 on-site maintenance and repair or replacement of parts and labor
2. Four-hour response time
3. Temporary replacement of any equipment that cannot be repaired within 72 hours

If your school is experiencing any problems with the machine, or has not had it serviced since receiving it, please contact Formax at (800) 642-6015, to receive technical support.

In addition to report cards, the machine can be used for letters, and other school correspondence. Using regular pressure sealer paper (#966-12-20800--Form Plain Paper Pressure Seal 8-1/2" X 14"), the machine will fold and seal. Using plain paper, the machine can be used to fold documents. For more information, please see the Mass Mail and Pressure Sealer page on the ISIS website under **For Schools > Secondary > Mass Mail and Pressure Sealers**.

Reminder: Procedures for Extension of Attendance or Mark Reporting Windows

Extension of Attendance Windows

Attendance taking is required by State Education Code to be within a specific period of time. When LAUSDMAX is unavailable for teachers to submit attendance, the windows are or are not extended based on the following criteria:

- Inaccessible for less than 4 hours starting at the beginning of school day at ALL schools, *the attendance-entry window will not be extended.*

- Inaccessible for less than 4 hours any time of the day and up by 2PM at ALL schools, *the attendance-entry window will not be extended.*
- Inaccessible from 4 hours up to 2 days at ALL schools, *the attendance-entry window will be opened for a minimum of 24 hours.*
- Inaccessible for 2 or more days at ALL schools, *the attendance-entry window will be opened for an equivalent number of days (e.g., if inaccessible for 3 working days, the window will be extended for 3 working days).*

Extensions will also be considered on a case-by-case basis. Schools should fax the completed [LAUSDMAX Attendance Parameters Change Request Form](http://isis.lausd.net) (<http://isis.lausd.net> > **For Schools > Secondary > Attendance > Additional Resources**) to **ISIS System Administrator** at **(213) 241-6939**. No cover sheet is required. Please allow 1-2 business days for your request to be processed.

Extension of Mark Reporting Windows

Mark Reporting Windows are determined by the District. Individual schools may set the date for the final submission of marks earlier than the District deadline in order to allow time for the office to verify submission. Because of the variations, ISIS project staff cannot automatically extend the grading windows for all secondary schools.

If the inaccessibility issue occurs during a reporting window, the grade-entry window will or will not be extended according to similar guidelines as above, decided on a case-by-case basis.

Schools that wish to request an extension of the mark reporting window should fax the completed [LAUSDMAX Grade Entry Window Change Request Form](http://isis.lausd.net) (<http://isis.lausd.net> > **For Schools > Secondary > Grades > Additional Resources**) to **ISIS System Administrator** at **(213) 241-6939**. No cover sheet is required. Please allow 1-2 business days for your request to be processed.

Preparing to Run Statistical Reports at CDS Schools

CDS Schools will now be running their own statistical reports. The due date for submitting the District's First Period (P-1) attendance report to the State is fast approaching. It is critical that your schools have accurate attendance entered in LAUSDMAX from the beginning of the school year (July 5 or 6, 2011, as scheduled). Therefore, the attendance window has been opened for teachers or office staff to enter attendance back to the first day of school.

To help ensure accuracy of the attendance data in LAUSDMAX, please check for the following:

1. Each class period in LAUSDMAX has the correct scheduled instructional minutes.
2. Each enrolled student is shown as actively enrolled in both the Secondary SIS and LAUSDMAX systems.
3. Mandatorily expelled students are designated as such in LAUSDMAX. Print list of students currently identified as mandatorily expelled and review for accuracy. See the next item for guidance on designating these students.
4. Each student is given a full schedule. The State requires that each CDS student is scheduled to attend school for at least 360 minutes (6 hours) each day.
5. Attendance is submitted/certified for each class period daily. This is a State requirement. Please note that unless attendance is submitted/certified, all students in the class are deemed absent.
6. Using the manual teacher rosters, make sure that attendance is accurately submitted from the beginning of the school year.
7. Absences are accurately reflected in LAUSDMAX. Use absence notes/logs/other documents to verify absence in LAUSDMAX.
8. Students who are no longer enrolled are properly withdrawn in Secondary SIS.

Accurate attendance impacts school ADA, and thus, funding for your school's programs. **Please ensure that you complete all of the above by December 9, 2011, as well as submit, via fax, statistical reports for Months 1 through 4 (months 1–3 for London CDS) to the Attendance & Enrollment Section (fax to: 213-241-6830 or 213-241-6831).**

Running CDS Statistical Reports

The "Statistical Report for Secondary Community Day School" summarizes student attendance and enrollment data for a selected school and school month. The report contains the statistical summary by grade level, Mandatory/non-Mandatory hours by grade levels, and details by students. Please review the Mandatory/non-Mandatory list for accuracy before submitting the report to the Attendance and Enrollment section.

The Exception List provides a list of students with exceptions and is used by school staff to correct errors. Students on the exception list do not appear on the statistical report. Therefore, schools should run the exception list first and resolve the exceptions before running the report.

Instructions for CDS Statistical Reports

- 1) Log in to LAUSDMAX.
- 2) Click the **Reports** link shown in the All Categories menu.
- 3) Click **State Reports** link shown in the All Reports menu.
- 4) Click **CDS Statistical Report** link.
- 5) Select your school.
- 6) Select report parameters:
Select School End Year: Select current school year
For School Month: Select desired school month
Print Banner Page: Yes
Select Output: PDF
Select Report Options:
 - To print Statistical Report select "Display Statistical Report for Secondary Community Day School"
 - To print Exception report select "Display Exception List"

Instructions can also be found on the ISIS website (<http://isis.lausd.net>) under For Schools > Options > Attendance > Admin tab > Additional Resources.

If you have any questions, please contact the Attendance & Enrollment Section at (213) 241-2115 or sfs-info@lausd.net.





Options Schools: CDS Mandatory Designations

To produce Statistical reports for Community Day Schools (CDS), LAUSDMAX requires that **Mandatory** students be identified in the Programs module. The school's administrator or designee must update information in LAUSDMAX for any new students who are designated as **Mandatory Expulsion Placement Referral** and any previously designated students who leave the school (are checked out). To make these updates, an individual must have the LAUSDMAX user role of **CDS School Office – Hourly Attendance**.

Detailed instructions for updating this information in the Programs module are provided in the [Options Admin Quick Guide: Program Eligibility - Designating Mandatory CDS Students](#) found on the ISIS website: <http://isis.lausd.net> under **For Schools > Options > Attendance**.

ELEMENTARY 1-TRACK CALENDAR


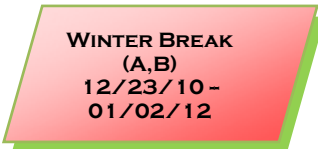



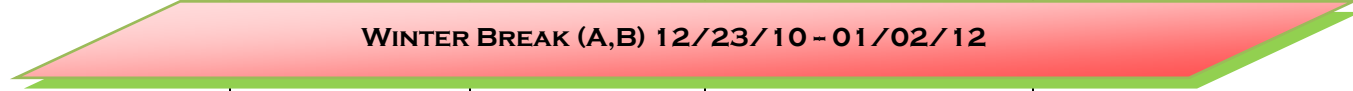
December 2011 1-Track Elementary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes T = Traditional Calendar ES = Early Start Calendar				1 ●Print Five-Column Class Worksheets as needed (weekly or bi-weekly)	2 1st Reporting Period Ends (T) ● SM4 Ends (ES) ● Class SM4 Report Due (ES) ●Distribute Five-Column Class Worksheets to teachers	3
4	5 2nd Reporting Period Starts (T) ● SM5 Begins (ES)	6	7 ● Stat SM4 Report Due (ES)	8 ●Print Five-Column Class Worksheets as needed (weekly or bi-weekly)	9 *Grade Entry Window Closes for 1st Grading Period (T) ●Distribute Five-Column Class Worksheets to teachers	10
PARENT CONFERENCE DATES (T) – DECEMBER 5 - 9, 2011						
11	12	13	14	15 ●Print Five-Column Class Worksheets as needed (weekly or bi-weekly)	16 ●Distribute Five-Column Class Worksheets to teachers	17
18	19	20 Hanukkah Begins 	21	22	23	24
WINTER BREAK (12/19/10 - 01/06/12)						
25  Christmas Day	26 Kwanzaa Begins 	27	28 Hanukkah Ends 	29	30	31
WINTER BREAK (12/19/10 - 01/06/12)						

Abbreviations SM = School Month M = Mester (A), (B), (C) = Tracks Class = Classification report Stat = Statistical report		Font Styles Bold – District-set dates: Norm Day, Mark Reporting, Classifications, Statistical, etc. Bold Italic – Semester, Mester, School Month Regular – Other activities		NOTE: Some of the activities listed may take place on different dates, according to school-level decisions. The dates provided are recommendations based on District policy and ISIS procedures handbooks. The calendar may not be exhaustive of all tasks required of schools. Schools are encouraged to incorporate their school-specific events/tasks into the calendars to help manage their offices.
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ELEMENTARY 3-TRACK CALENDAR

December 2011 3-Track Elementary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes				1 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	2 ●Distribute Five/Ten Column Class Worksheets to teachers	3
4	5	6	7	8 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	9 ● SM4 Ends (A,B) ● Class SM4 Report Due (A,B) ●Distribute Five/Ten Column Class Worksheets to teachers	10
11	12 ● SM5 Begins (A,B)	13	14 ● Stat SM4 Report Due (A,B)	15 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	16 ●Distribute Five/Ten Column Class Worksheets to teachers	17
18	19	20 Hanukkah Begins 	21	22 ● SM5 Ends (A) ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly) ●Distribute Five/Ten Column Class Worksheets to teachers	23 ● Class SM5 Report Due (A)  WINTER BREAK (A,B) 12/23/10 - 01/02/12	24
25  Christmas Day	26 Kwanzaa Begins 	27	28 Hanukkah Ends 	29	30	31
 WINTER BREAK (A,B) 12/23/10 - 01/02/12						

Abbreviations

SM = School Month
M = Mester
(A), (B), (C) = Tracks

Class = Classification report
Stat = Statistical report





Font Styles

Bold – District-set dates: Norm Day, Mark Reporting, Classifications, Statistical, etc.
Bold Italic – Semester, Mester, School Month
Regular – Other activities

NOTE: Some of the activities listed may take place on different dates, according to school-level decisions. The dates provided are recommendations based on District policy and ISIS procedures handbooks. The calendar may not be exhaustive of all tasks required of schools. Schools are encouraged to incorporate their school-specific events/tasks into the calendars to help manage their offices.

ELEMENTARY 4-TRACK CALENDAR

December 2011 4-Track Elementary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes				1 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	2 ●Distribute Five/Ten Column Class Worksheets to teachers	3
4	5	6	7	8 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	9 ●Distribute Five/Ten Column Class Worksheets to teachers	10
11	12	13	14	15 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	16 ●SM5 Ends (A) ●Class SM5 Report Due (A) ●Distribute Five/Ten Column Class Worksheets to teachers	17
18	19	20 Hanukkah Begins 	21	22	23	24
WINTER BREAK (A,B,C) 12/19/10 - 01/02/12						
25  Christmas Day	26 Kwanzaa Begins 	27	28 Hanukkah Ends 	29	30	31
WINTER BREAK (A,B,C) 12/19/10 - 01/02/12						

Abbreviations

SM = School Month
M = Mester
(A), (B), (C) = Tracks

Class = Classification report
Stat = Statistical report





Font Styles

Bold – District-set dates: Norm Day, Mark Reporting, Classifications, Statistical, etc.
Bold Italic – Semester, Mester, School Month
Regular – Other activities

NOTE: Some of the activities listed may take place on different dates, according to school-level decisions. The dates provided are recommendations based on District policy and ISIS procedures handbooks. The calendar may not be exhaustive of all tasks required of schools. Schools are encouraged to incorporate their school-specific events/tasks into the calendars to help manage their offices.

SECONDARY 1-TRACK CALENDAR






December 2011 1-Track Secondary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes T = Traditional Calendar ES = Early Start Calendar BT = Balanced Traditional Calendar				1 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	2 ● SM4 Ends (ES); Class SM4 Report Due (ES) ●Distribute Five/Ten Column Class Worksheets to teachers	3
4	5 ● SM5 Begins (ES)	6	7 NO PROGRAM CHANGES (BT,ES,T) Run Grading Pattern Definition (BT,ES,T) ● Stat SM4 Report Due (ES)	8 * Final Mark Report Window Opens (BT,ES) * Progress Report Window Opens (T) NO PROGRAM CHANGES (BT,ES,T) ●Print Five/Ten Column Class Worksheets as needed	9 NO PROGRAM CHANGES (BT,ES,T) ●Distribute Five/Ten Column Class Worksheets to teachers	10
11	12 NO PROGRAM CHANGES (BT,ES,T)	13 NO PROGRAM CHANGES (BT,ES,T)	14 NO PROGRAM CHANGES (BT,ES,T)	15 NO PROGRAM CHANGES (BT,ES,T) In CS03, set attendance info to print on report cards from AT06 (BT,ES,T) ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	16 FIRST SEMESTER ENDS (BT,ES) * Final Mark Report Window Closes (BT,ES) * Progress Report Window Closes (T) NO PROGRAM CHANGES (BT,ES,T) Print & mail report cards (BT,ES,T) Perform COPYDATA ● SM5 Ends (BT); Class SM5 Report Due (BT) ●Distribute Five/Ten Column Class Worksheets to teachers	17
18	19	20 Hanukkah Begins 	21 Fall Eligibility Date (BT,ES)	22	23	24
WINTER BREAK 12/19/10 - 01/06/12						
25  Christmas Day	26 Kwanzaa Begins 	27	28 Hanukkah Ends 	29	30	31
WINTER BREAK 12/19/10 - 01/06/12						

<p>Abbreviations</p> <p>SM = School Month Class = Classification report M = Mester Stat = Statistical report (A), (B), (C) = Tracks</p>	<p>Font Styles</p> <p>Bold – District-set dates: Norm Day, Mark Reporting, Classifications, Statistical, etc. Bold Italic – Semester, Mester, School Month Regular – Other activities</p>	<p>NOTE: Some of the activities listed may take place on different dates, according to school-level decisions. The dates provided are recommendations based on District policy and ISIS procedures handbooks. The calendar may not be exhaustive of all tasks required of schools. Schools are encouraged to incorporate their school-specific events/tasks into the calendars to help manage their offices.</p>
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SECONDARY 3-TRACK CALENDAR

December 2011 3-Track Secondary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes				1 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	2 ●Distribute Five/Ten Column Class Worksheets to teachers	3
4	5	6	7	8 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	9 ●SM4 Ends (A,B) ●Class SM4 Report Due (A,B) ●Distribute Five/Ten Column Class Worksheets	10
11	12 ●SM5 Begins (A,B)	13 NO PROGRAM CHANGES (A,B) Run Grading Pattern Definition (A,B)	14 ★Final Mark Report Window Opens (A,B) NO PROGRAM CHANGES (A,B) ●Stat SM4 Report Due (A,B)	15 NO PROGRAM CHANGES (A,B) ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	16 NO PROGRAM CHANGES (A,B) ●Distribute Five/Ten Column Class Worksheets to teachers	17
18	19 NO PROGRAM CHANGES (A,B)	20 NO PROGRAM CHANGES (A,B) Hanukkah Begins 	21 NO PROGRAM CHANGES (A,B) In CS03, set attendance info to print on report cards from AT06 (A,B)	22 FIRST SEMESTER ENDS (A,B) ★Final Mark Report Window Closes (A,B) NO PROGRAM CHANGES (A,B) Print & mail report cards (A,B) Perform COPYDATA ●SM5 Ends (A) ●Print & distribute Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	23 ●Class SM5 Report Due (A) Winter Break thru Jan 2 (A,B) 	24
25  Christmas Day	26 Kwanzaa Begins 	27	28 Hanukkah Ends 	29	30	31
WINTER BREAK (A,B) 12/23/10 - 01/02/12						

Abbreviations

SM = School Month
M = Mester
(A), (B), (C) = Tracks

Class = Classification report
Stat = Statistical report





Font Styles

Bold – District-set dates: Norm Day, Mark Reporting, Classifications, Statistical, etc.
Bold Italic – Semester, Mester, School Month
Regular – Other activities

NOTE: Some of the activities listed may take place on different dates, according to school-level decisions. The dates provided are recommendations based on District policy and ISIS procedures handbooks. The calendar may not be exhaustive of all tasks required of schools. Schools are encouraged to incorporate their school-specific events/tasks into the calendars to help manage their offices.

SECONDARY 4-TRACK CALENDAR

December 2011 4-Track Secondary

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes				1 ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	2 ●Distribute Five/Ten Column Class Worksheets to teachers	3
4	5	6	7 NO PROGRAM CHANGES (A,B,C) Run Grading Pattern Definition (A,B,C)	8 * Final Mark Report Window Opens (A,B,C) NO PROGRAM CHANGES (A,B,C) ●Print Five/Ten Column Class Worksheets as needed	9 NO PROGRAM CHANGES (A,B,C) ●Distribute Five/Ten Column Class Worksheets to teachers	10
11	12 NO PROGRAM CHANGES (A,B,C)	13 NO PROGRAM CHANGES (A,B,C)	14 NO PROGRAM CHANGES (A,B,C)	15 NO PROGRAM CHANGES (A,B,C) In CS03, set attendance info to print on report cards from AT06 (A,B,C) ●Print Five/Ten Column Class Worksheets as needed (weekly or bi-weekly)	16 FIRST SEMESTER ENDS (A,B,C) * Final Mark Report Window Closes (A,B,C) NO PROGRAM CHANGES (A,B,C) Print & mail report cards (A,B,C) Perform COPYDATA ● SM5 Ends (A); Class SM5 Report Due (A) ●Distribute Five/Ten Column Class Worksheets to teachers	17
18	19	20 Hanukkah Begins 	21 Fall Eligibility Date (A,B,C)	22	23	24
WINTER BREAK (A,B,C) 12/19/10 – 01/02/12						
25  Christmas Day	26 Kwanzaa Begins 	27	28 Hanukkah Ends 	29	30	31
WINTER BREAK (A,B,C) 12/19/10 – 01/02/12						

<p>Abbreviations</p> <p>SM = School Month M = Mester (A), (B), (C) = Tracks</p>	<p>Class = Classification report Stat = Statistical report</p>	<p>Font Styles</p> <p>Bold – District-set dates: Norm Day, Mark Reporting, Classifications, Statistical, etc. Bold Italic – Semester, Mester, School Month Regular – Other activities</p>	<p>NOTE: Some of the activities listed may take place on different dates, according to school-level decisions. The dates provided are recommendations based on District policy and ISIS procedures handbooks. The calendar may not be exhaustive of all tasks required of schools. Schools are encouraged to incorporate their school-specific events/tasks into the calendars to help manage their offices.</p>
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